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12 March 1953

REPORT FOR THE WEEK OF 9 - 13 MARCH

To: The Deputy Director of Training (General)

From: Management Training Division

Accomplishments

The three day clerical orientation course is going smoothly and effectively. There were 36 in this week's group. Minor space and sound-proofing problems are still to be worked out.

In the opinion of those concerned with it, the new one week clerical induction program is a distinct improvement over the former two week course. The present course stresses brush-up and developing awareness of need for training which seem to be more functional to the requirements of this group than the former objective of abbreviated training in clerical skills.

At the request of FDD, a beginning typing course, one hour per day, five days per week, for six weeks, is being developed in [ ] by Mrs. [ ]. Thirty men and women, engaged in the exploitation of foreign language materials, are enrolled in this course. This is in line with the trend recently noted in Refresher Typing, where a noticeable number of professional people are coming in to learn typing to do their jobs better as analysts. This seems to us to be a justifiable use of staff time. The course in [ ] is off to a good start.

[ ] and I had a very satisfactory talk with Mr. Andrews, Colonel Moreau, and Mr. Becker following up my recent report on the Human Resources Program in OCD. We shall check up again with them formally after we have conducted the follow-up meetings for the next eight months or so.

I had a very satisfactory talk with [ ] of OGI today and plan to present the Human Resources Program to the OGI Career Service Board, for their consideration, on next Monday.

I am making a presentation of the Human Resources Program to the FE weekly staff meeting on Friday morning.

I am in the process of checking with [ ] regarding the use of the Human Resources Program in FM.

I attended the annual conference of the American Society for Public Administration at the Statler on Friday and Saturday last week. Very worthwhile.

CONFIDENTIAL Chief, Management Training Division

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